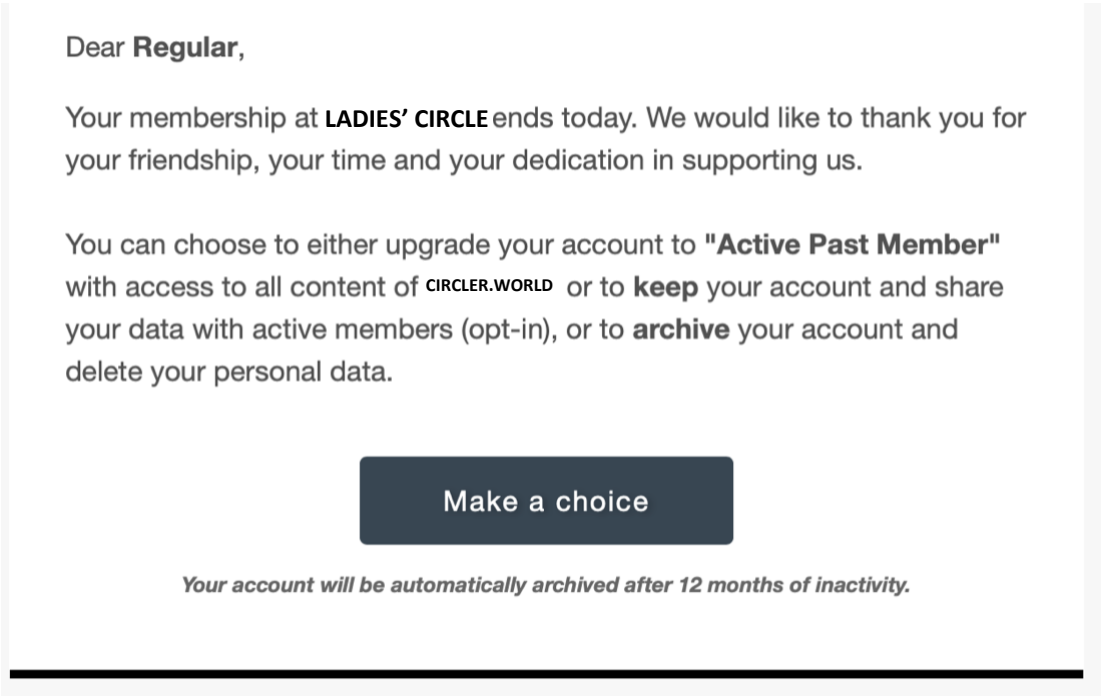
Instruction Past Member Module

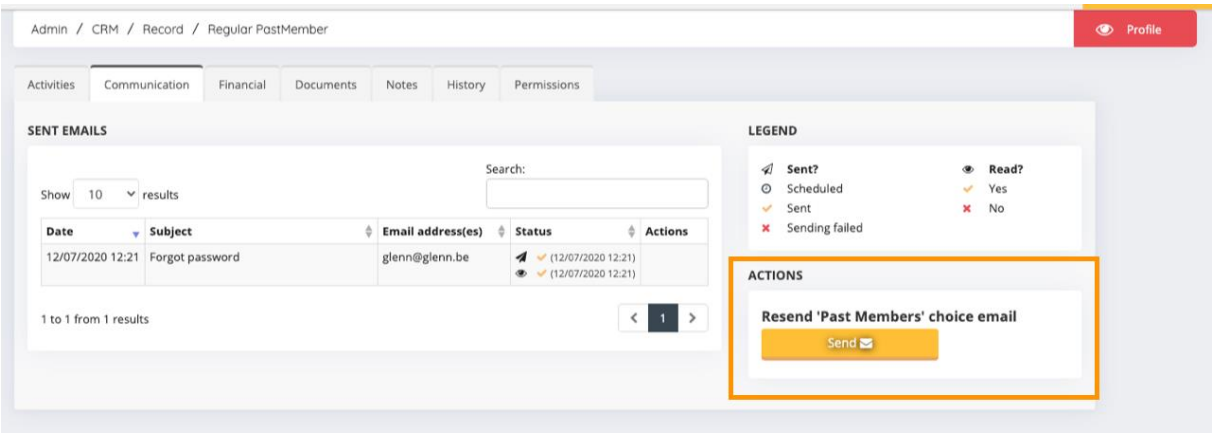
1) Login access for Past Members

On automatic Circle Exit, Past Members will receive an email with a call-to-action -- make a choice what should happen to their account.
There will be 2 reminders (after 11months and after 11months + 3weeks) before their profile is archived automatically.

Depending on the association also having the "Active Past Members" module, they will get a slightly different message.

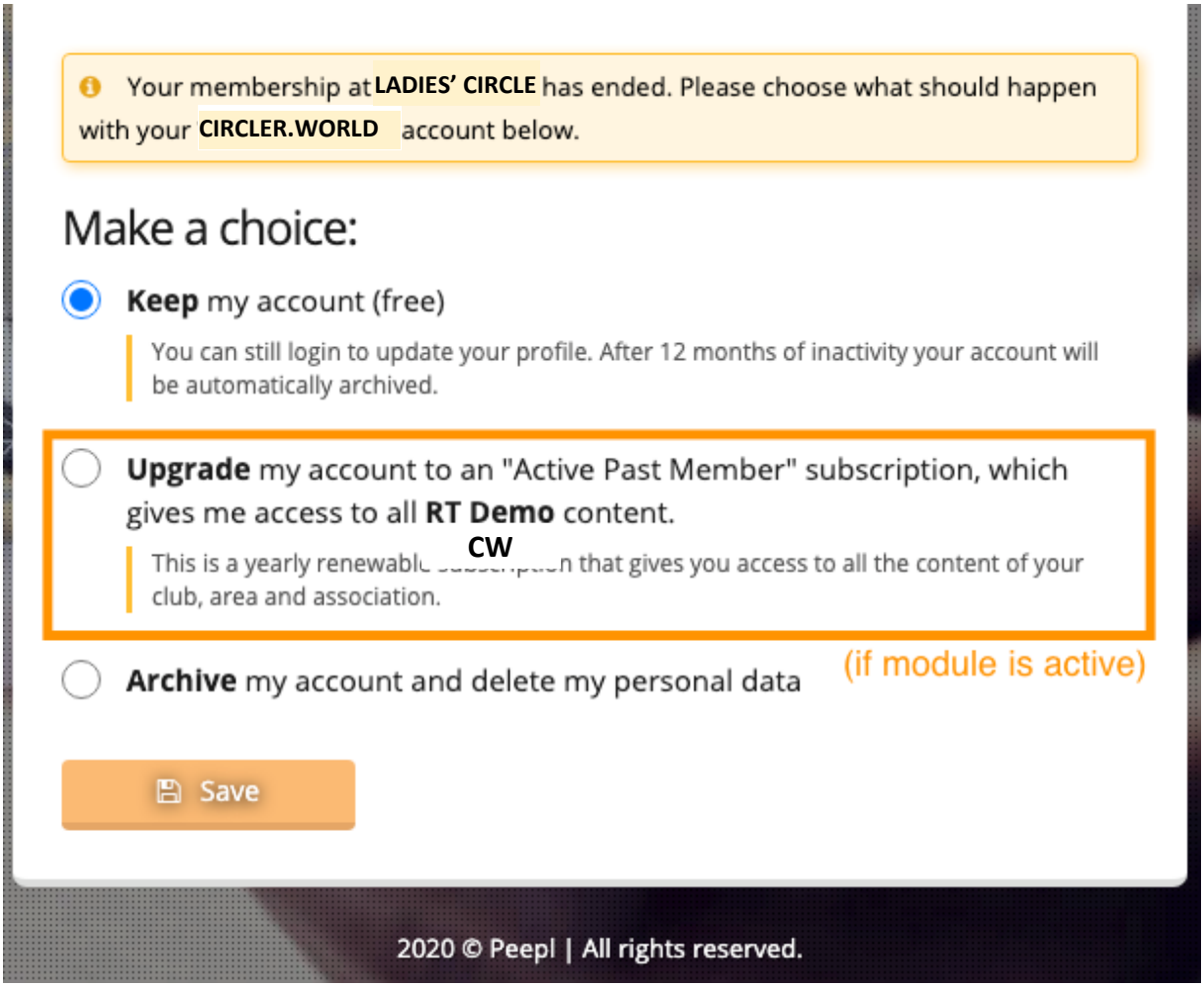


This email can be resent from the Past Member's Record:

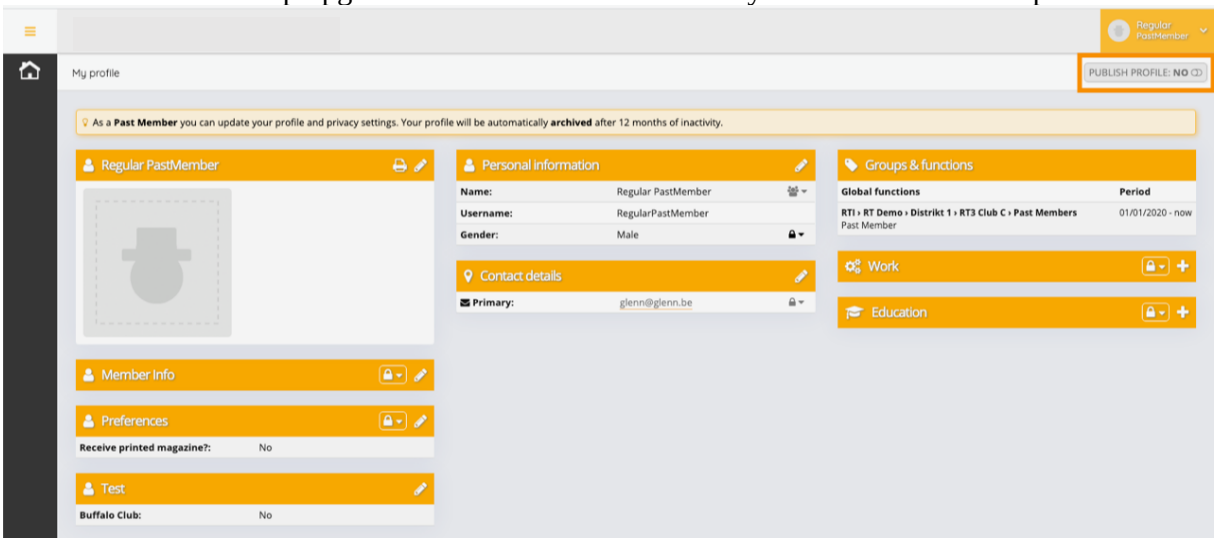


When they click the button **OR** log-in for the first time, they will see the following page and are required to make a choice to:

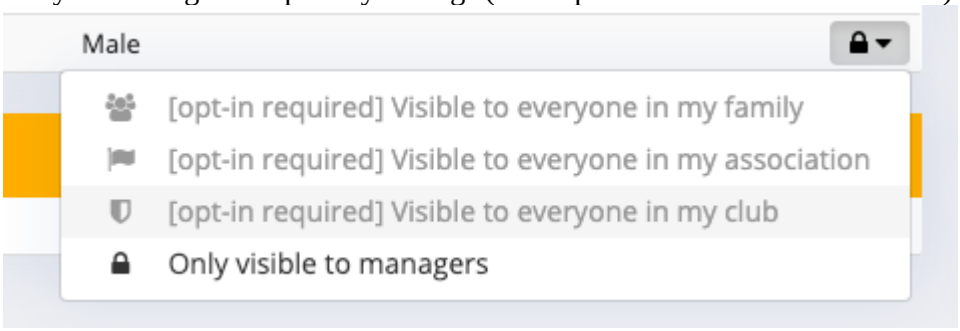
- keep their account,
- upgrade to Active Past Member (if the module is active)
- or archive their account

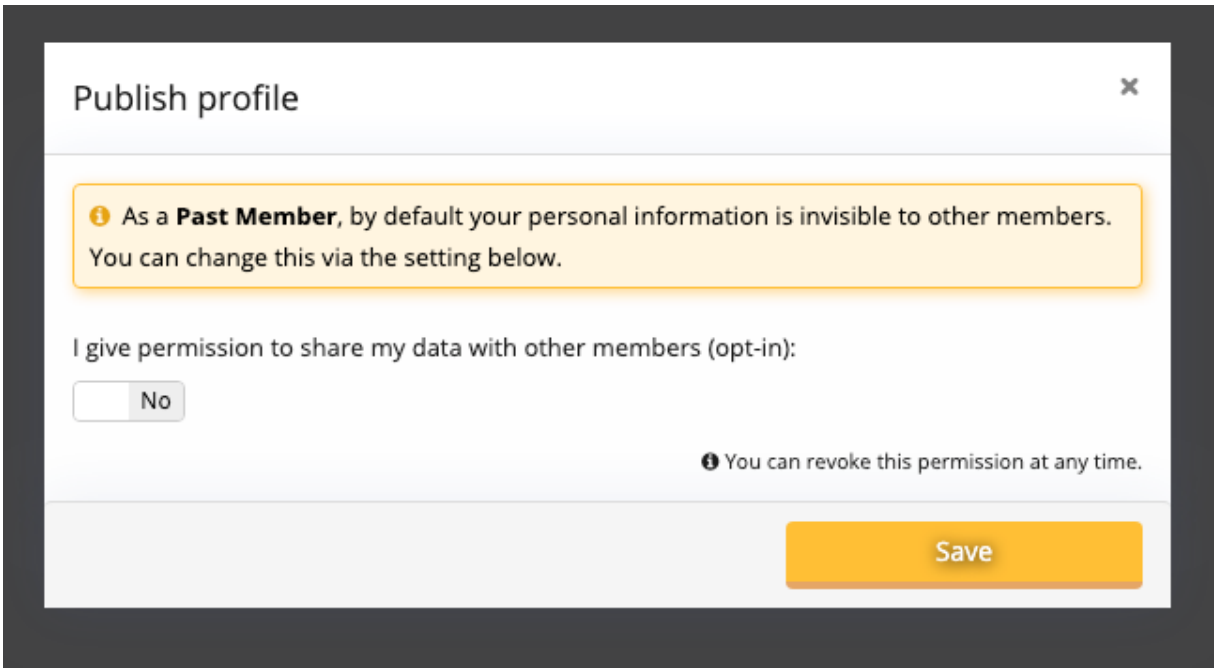


Past Members that keep/upgrade their account will eventually be redirected to their profile.



- They can archive their profile anytime via "My Settings"
- They can change their privacy settings (after opt-in also with other members)

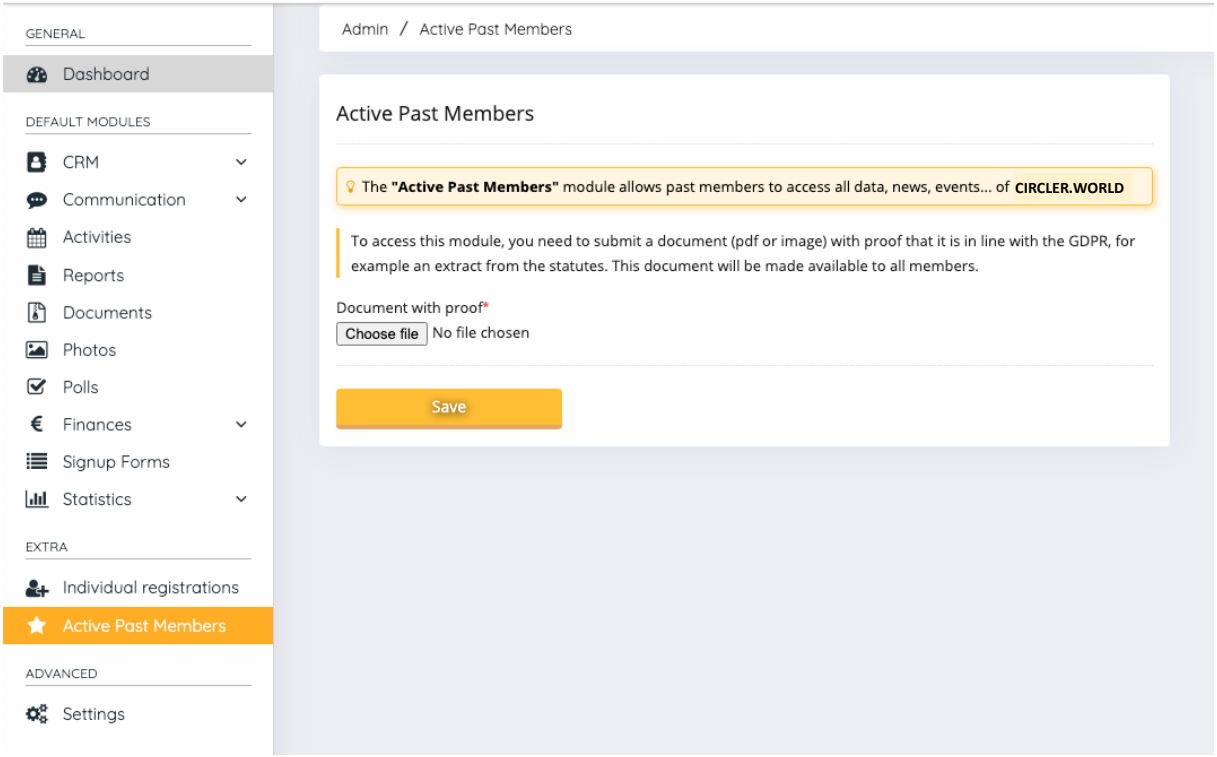


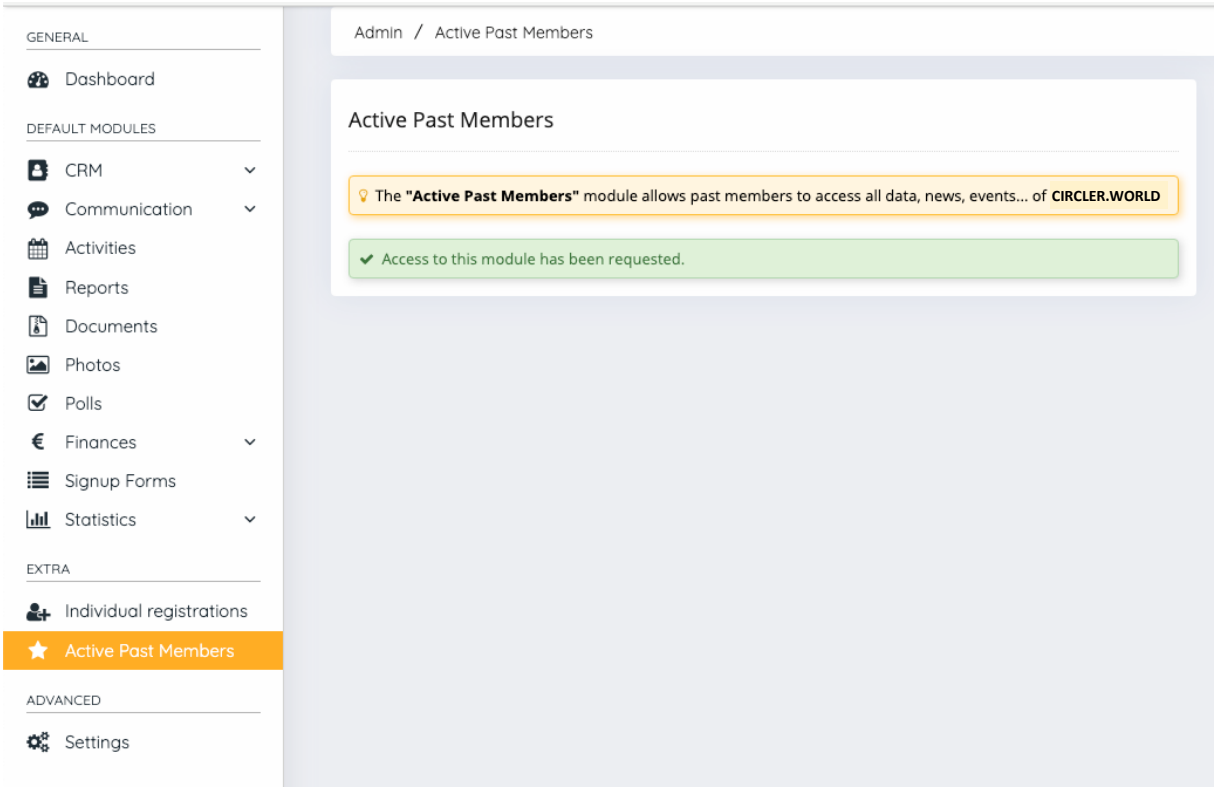


- They cannot access any other content than their profile & settings
- Their information will be shown in the Club Directory, in the "Past Members" tab of their Club's profile.
- They won't receive emails from Area/Association/Int'l level, only from their own Club.

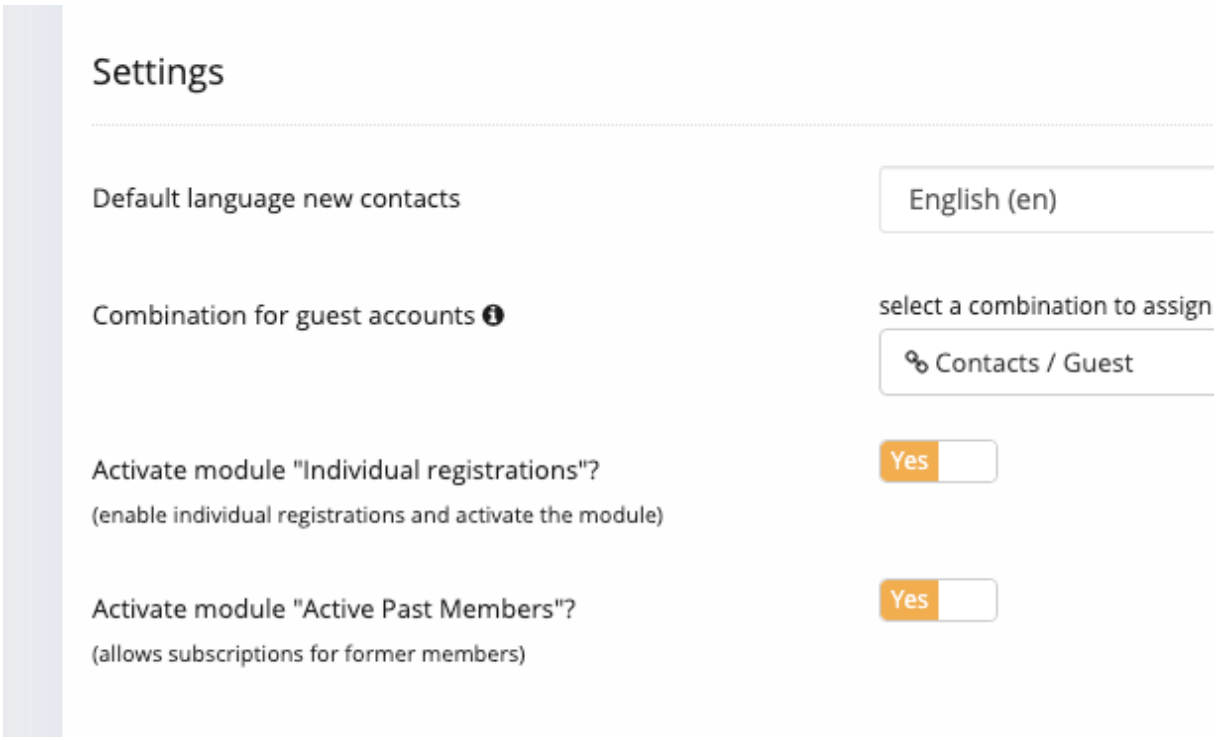
2) Activation of the Active Past Members module

- Associations will see a new "Active Past Members" menu item, with an application form. They can upload the necessary document.
- This request will be emailed to the email entered on LCI level (in Settings > Preferences).

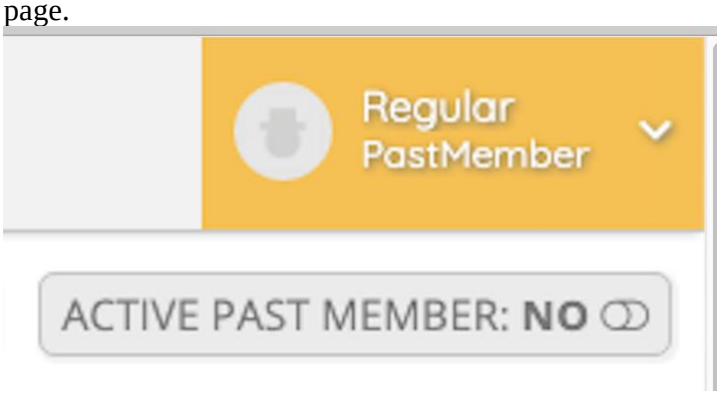




LCI admins are able to **login as Support** to the Association, and activate the module in "Settings > Preferences" (cf. Indiv. Registrations)

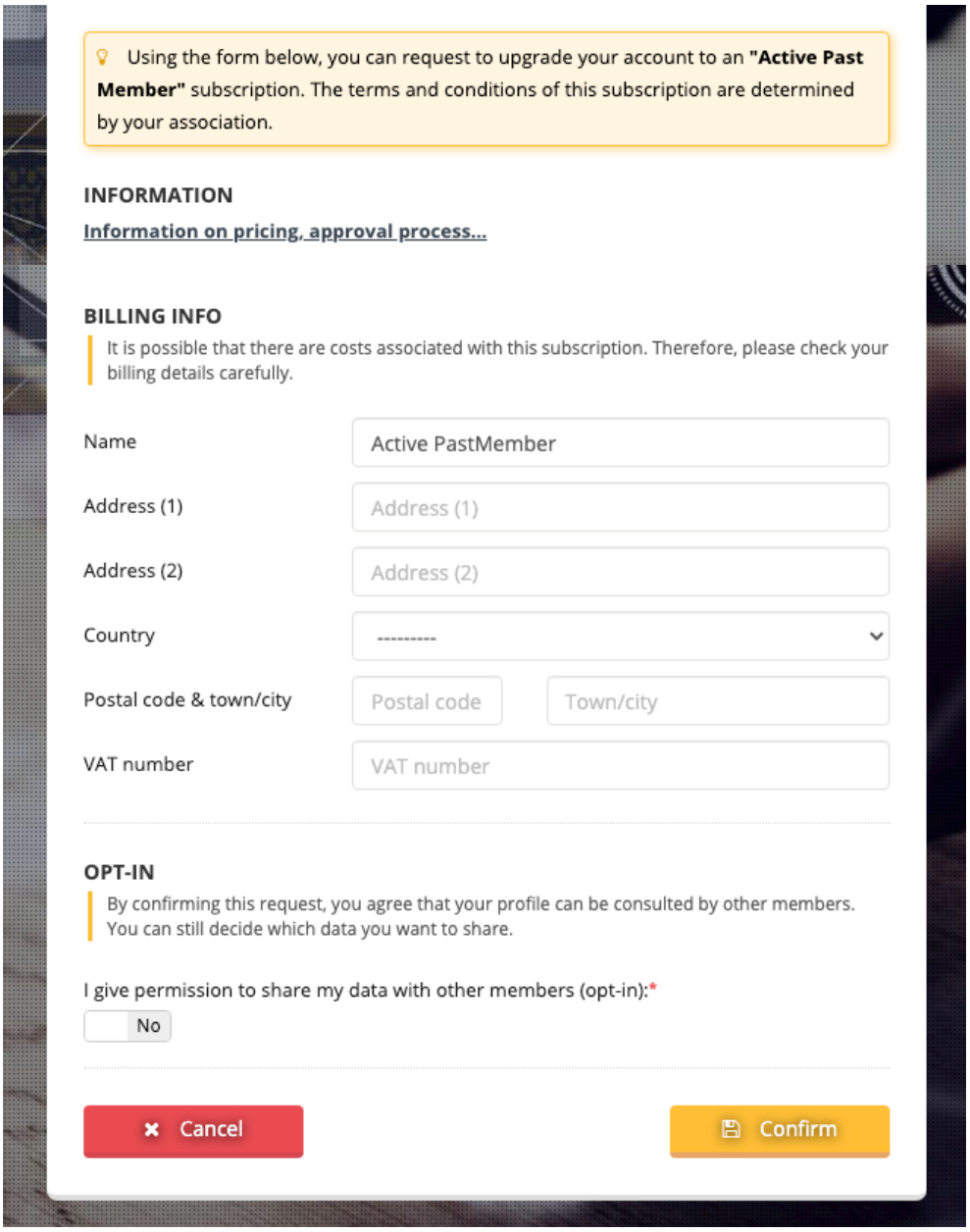


3) Active Past Members
If the Active Past Members module is active, logged-in Past Members in this association will always be able to "upgrade" their account from their **profile** OR from re-visiting the "**choice**" page.

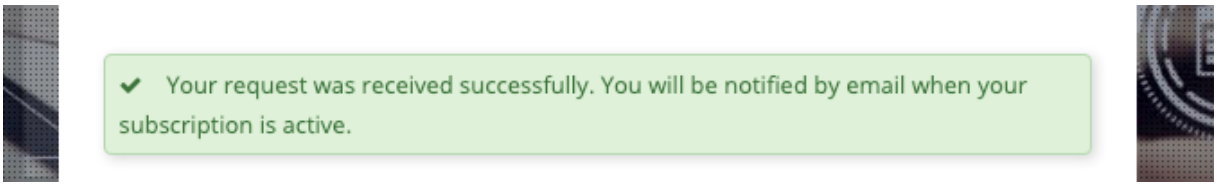


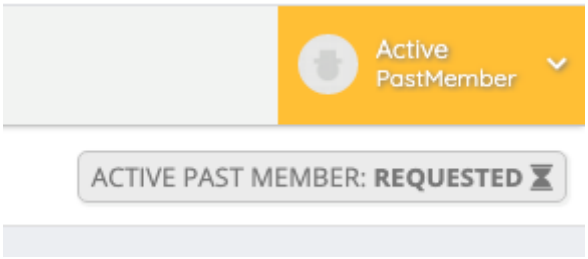
Past Members that want to upgrade to "Active Past Member", will get a form with:

- invoice details (pre-filled)
- opt-in to publish their profile
- information entered by the association



On confirm, they will get a success message and the configured National Board members (see below) will receive an email:





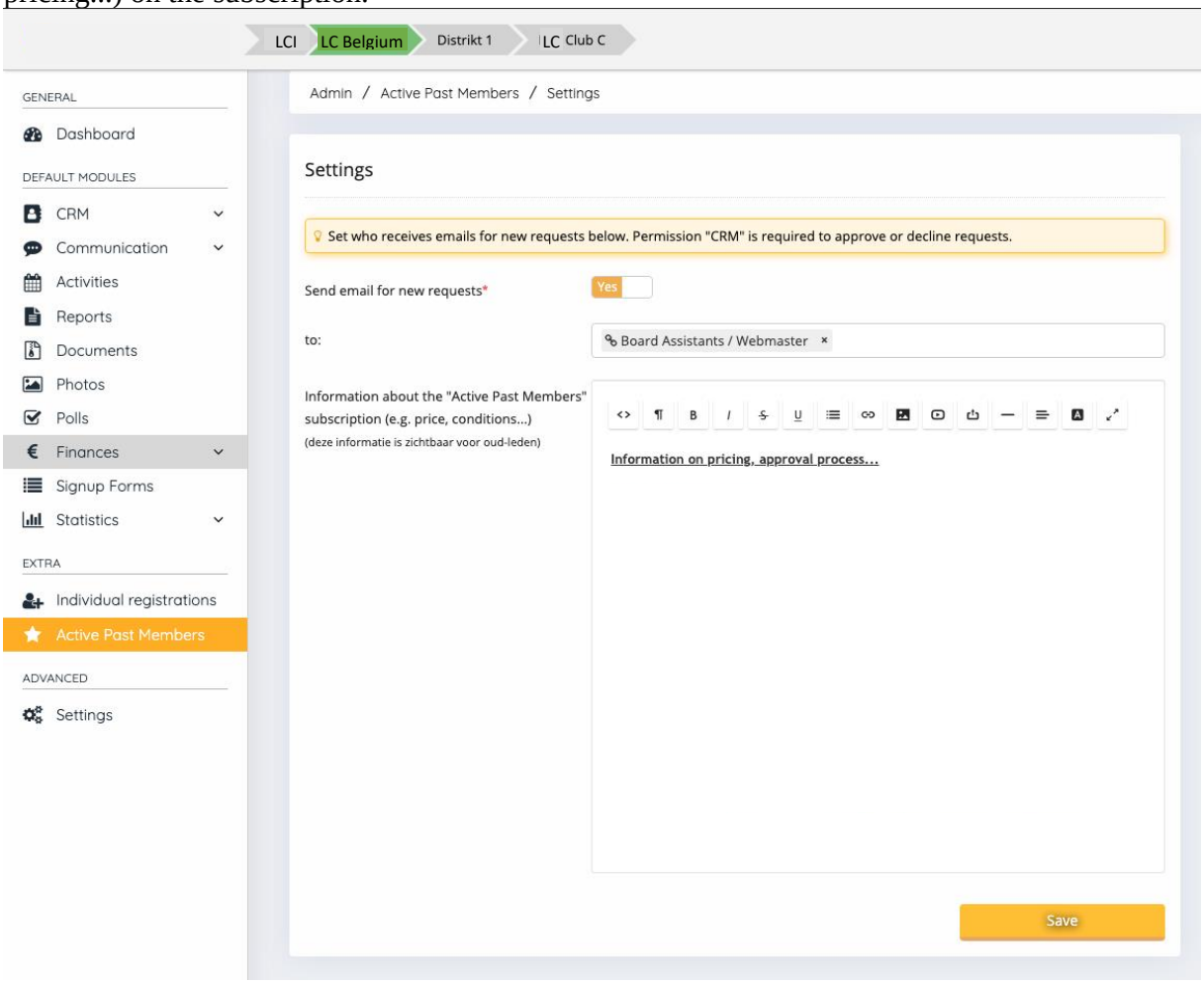
Once **approved**, an Active Past Member has access to all content, up to Association level

- Club Directory (up to own association -- no region / int'l / family)
- Members Directory (only (Past) Members from own association)
- Event Calendar (events in own association)
- Reports
- Polls / News / ... (own club, area, association)

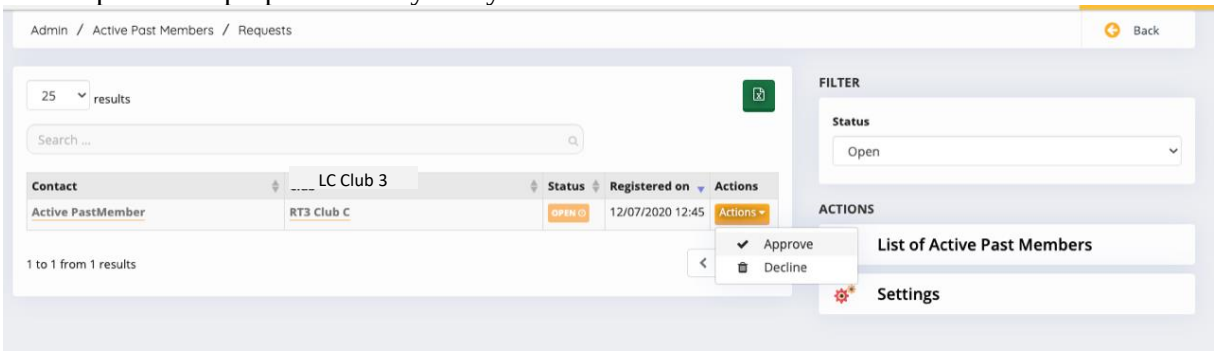
Active Past Members can receive emails from all levels except international (LCI).

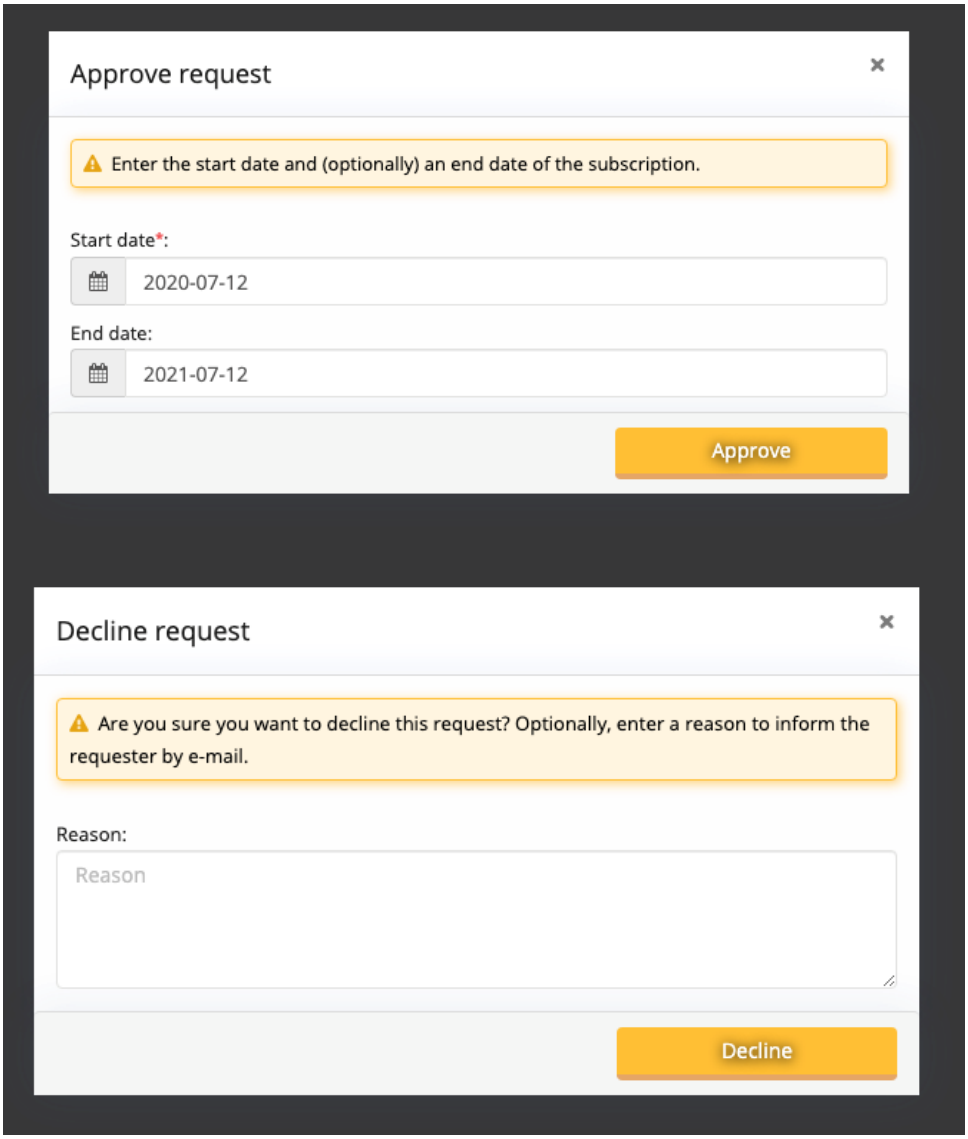
4) Administration of Active Past Members

Via Active Past Members > Settings, the National Board members (with CRM permissions) can configure who will receive the requests via email. They can also enter information (e.g. terms, pricing...) on the subscription.

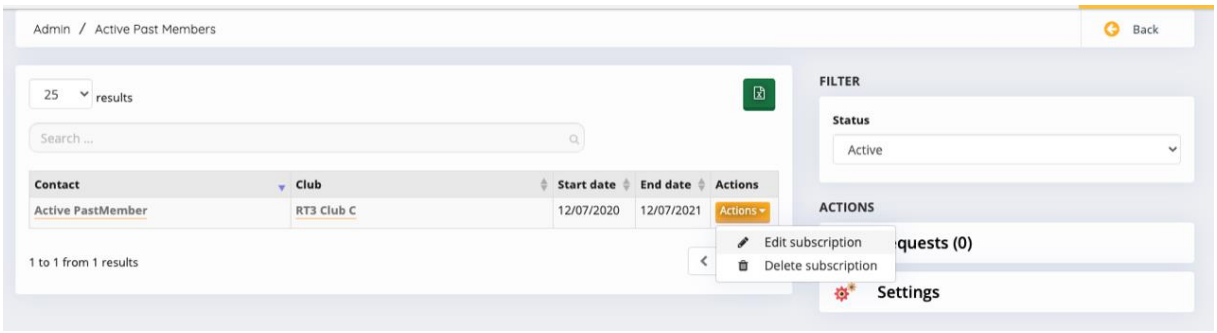


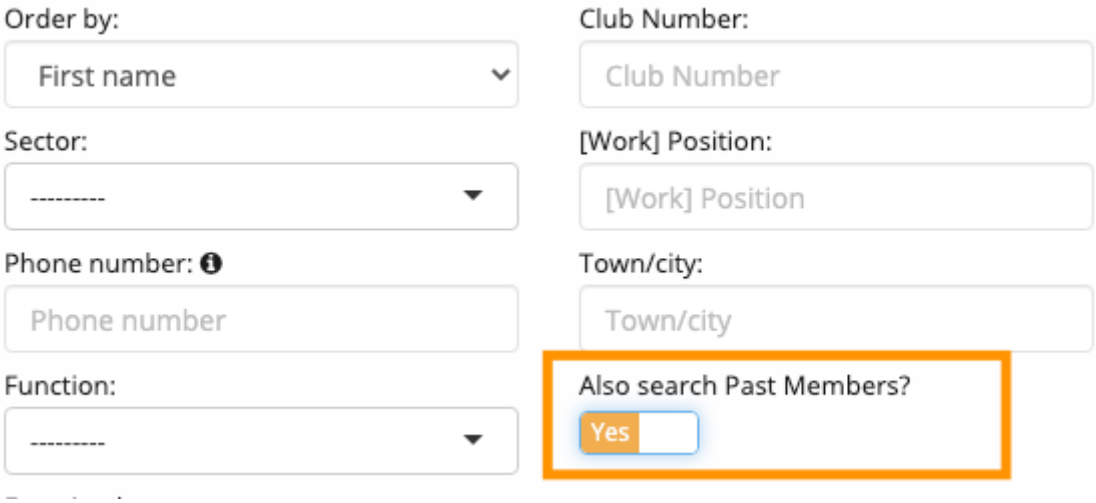
Via Active Past Members > Requests, the National Board members (with CRM permissions) can approve (+email) / decline (+email) / filter / export requests.
Subscriptions are proposed for 1 year by default.





Via Active Past Members > List of Active Past Members, the National Board members (with CRM permissions) can edit (e.g. extend) / cancel subscriptions.



5) Other

- There is a new default mailing list e.g. pastmember@1-xx.ladiescircle.world
- Active Members can adjust a filter to include Past Members in the search results of the Member Directory